

Session plan: AI for translations

Delivery mode:

Face to face or virtual delivery.

Session overview:

This session teaches learners how to use an AI chatbot as a personal translation assistant. It covers three core methods: copying and pasting digital text, taking real time photos using a smartphone app and uploading saved images or screenshots. Learners will also discover how to refine translations by requesting specific tones, formality or cultural context, ensuring clear and natural communication in any language.

Learning objectives:

At the end of this session, learners will be able to:

- Open an online AI tool eg Gemini, ChatGPT, Claude.
- Copy and paste digital text into an AI chatbot for instant translation.
- Use a mobile AI chatbot app to take a live photo of physical text (such as a menu or street sign) for translation.
- Upload saved photos, screenshots, or documents from a device gallery to a chatbot for translation.

- Ask follow up questions to adjust the formality, tone or cultural context of a translation.

Suggested session length:

This session should run for approximately 60 minutes. The facilitator to schedule breaks as required.

Prior knowledge:

Discuss with the learners prior to them attending to make sure they are familiar with the following:

- **General web navigation:** Open a web browser and navigate to a website or open a mobile app.
- **Device shortcuts:** Use the mouse, keyboard or touchscreen shortcuts to highlight, copy and paste text on their device.
- **Mobile device camera and files:** Know how to grant camera permissions to apps and locate saved photos in their gallery.

Critical thinking focus:

- **Accuracy assessment:** Recognise that while AI translations are fluid and contextual, nuance or specific local dialects may still require double checking.
- **Choosing the right input method:** Decide whether copying text, snapping a live photo or uploading a saved file is the most efficient method for the task.
- **Tone and audience awareness:** Consider whether the translated response needs to be formal, friendly, or adapted for local customs.

Tips:

- You can ask the AI to explain idioms or cultural sayings rather than translating them literally, which helps avoid confusing phrases.
- When using image translation, ensure the text in the photo is well lit and clear so the AI can read it accurately.
- If you are replying to someone, you can draft your response in English and ask the AI to translate it into a polite and appropriate reply in their language.

AI safety top tip:

Double check critical information: AI tools translate based on patterns and context, which means they can occasionally mistranslate crucial details or miss subtle local dialect nuances. While AI is great for casual messages, menus and general reading, you should always double check important or official details with an expert or official source before making decisions.

Critical areas to verify include:

- Medical instructions or dosage information.
- Legal contracts or visa requirements.
- Financial agreements or payment terms.
- Severe food allergy warnings on restaurant menus.
- Travel schedules, flight details, or platform numbers.

Ensure you communicate this safety message clearly to your learners.

Session plan:

Topic	Timing	Activity	Assessment	Resources
Introduction and welcome	10 mins	• Welcome: Introduce yourself and welcome the group. • Group chat: Ask the learners "Has anyone ever struggled to read a menu in another language or translate a message from abroad?" • Explain that AI tools can translate the full context of information in other languages and adapt tone, rather than just swapping words word for word. • Explain scenarios when this can be helpful, and when not to rely on AI (safety tip)	All learners join in the opening talk.	Whiteboard and markers.
Demonstration: Copying text and image translations	10 mins	• Show the steps: Project your screen to the class. 1. Copy a short paragraph of text in another language, paste it into an AI tool, and	Learners watch the steps and see how the prompts and image uploads are set up.	Laptop/PC with projector, mobile device connected to display. Prepare in advance:

Topic	Timing	Activity	Assessment	Resources
		ask for a translation into clear, natural English. 2. Show how to use the camera icon or upload icon in the chatbot to select a photo of a menu or notice and ask the tool to translate it.		• sample text in another language • sample image of text in another language.
Practical activity: Text, photo and upload practice	15 mins	• Learner practice: Learners work individually or in pairs. Ask them to open an AI tool on their phone or computer: 1. Give them a sample of text in another language to copy and paste for translation. 2. Ask them to use the chatbot camera or upload button to translate a provided image of a menu or sign. • Walk around the room to help. Do not touch their devices or do the steps for them.	Learners successfully copy/paste text and upload or snap a photo for translation on their own.	Learners' devices with internet connection and camera access. Prepare in advance: • Sample text in another language • Sample printed/digital image of text in another language.

Topic	Timing	Activity	Assessment	Resources
Discussion: Getting the tone right	10 mins	- Bring the class back together. - Discuss how translation is not just about words, but also about politeness, tone and cultural context. - Explain that you can instruct the AI to make a translation sound formal (for a business message), informal (for a friend), or ask it to explain cultural idioms. You may want to show an example of this on the big screen.	Learners discuss how tone and context change the meaning of translated messages.	Whiteboard for notes.
Activity: Adjusting tone and follow up prompts	10 mins	More practice: In the same chat window, ask learners to write a reply in English and prompt the AI to translate it into a formal or friendly response. - Examples: "Translate my reply into polite language suitable for a landlord."	Learners successfully refine a translation using follow up prompts for tone and context.	Learners' devices with active AI chat open.

Topic	Timing	Activity	Assessment	Resources
		○ "Explain what this translated phrase means in everyday English." ● Have learners type their follow up prompts into the chat.		
Reflection and close	5 mins	● Review the core methods: Copy and paste, live photo capture, photo upload and refining tone. ● Ask learners to share when they could use and should not use this skill. ○ Recap how useful it can be for travel or understanding documents or messages in other languages ○ Recap AI safety tip: AI can get things wrong so double check important information with an expert. ● Answer any final questions.	Knowledge check with learners. Learners show they understand when and how to use each translation method. Learners understand important AI Safety information.	Printed tip sheets if available.